

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: July 14, 1999

PERSONNEL LETTER # 99-023
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY PROCESSING FOR THE JUNE 30, 1999 (CLOSE OF BUSINESS)
SALARY INCREASE - BARGAINING UNIT 19 EMPLOYEES

This Personnel Letter provides the Employment History (EH) processing information/instructions for the Rank and File Unit 19 employees' (CBID's C19, E19, R19) June 30, 1999, Close of Business (COB) salary increase. Please refer to Department of Personnel Administration (DPA) Pay Letter 99-21 for further information on the salary increase.

I. EH UPDATE PROCESS

A. General Information

The implementation of the salary increase occurred through either an EH Data Base mass update or manually for those employees who could not be included in the mass update (see below). The increase is documented via the EH GEN transaction with a 06/30/99 COB effective date. The GEN transaction reflects the salary increase within the employees' base salary rate.

Employees who are at the maximum salary rate for their class/range and who received the 11/01/98 salary increase were not entitled to the 06/30/99 COB increase. Instead, the employees' anniversary date was changed based on the date they received the 11/01/98 increase (see DPA Pay Letter 99-21 for further information). The anniversary date change was documented via the EH 330 transaction with a 06/30/99 COB effective date.

B. EH Mass Update Process

The State Controller's Office, Personnel/Payroll Services Division (PPSD) processed an EH mass update to post the 06/30/99 COB effective date GEN transaction. The EH mass update occurred the evening of July 12, 1999. The update included C19, E19 and R19 active/on-leave employees (except those that required manual processing per below).

In addition, a special MSA mass update process occurred after the above process. The MSA mass update posted the 07/01/99 effective date MSA transaction for C19, E19 and R19 employees who were not included in the 06/29/99 MSA mass update process.

Turnaround (TAD) PARs will be issued from the two mass update processes. Only one TAD PAR will be issued for an employee included in both updates. The TAD PAR reflects the GEN and MSA transactions.

The TAD PARs will be released on a flow basis. PPSD resolved discrepancies resulting from the updates and TAD PARs were distributed to departments after the records were corrected. If a TAD PAR for an employee has not been received after receiving the majority of the TAD PARs for your department, please call the Personnel Operations Liaison Unit at (916) 322-6500 or Calnet 492-6500.

C. Manual EH Update Process – PPSD

PPSD manually updated the EH records of employees with the following employment status except those requiring manual processing by the departments (see below):

a plus salary rate; or

out-of-sequence situations (i.e., EH records reflecting transactions with an effective date after 06/30/99 including employees who are on leave or separated on or after 06/30/99); or

separated, without fault, effective prior to 06/30/99 with lump sum payments extending into/beyond the 07/99 pay period; or

at the maximum salary rate of their class/range and received the 11/01/98 salary increase.

D. Manual EH Update Process – Departments

Departments will need to manually update the EH records of employees under the 9/12, 10/12 or 11/12 pay plan as follows:

If the employee is on work status as of 06/30/99 COB, process a GEN transaction with a 06/30/99 COB effective date. NOTE: When key entering the GEN transaction for a 9/12 or 11/12 employee, the new salary rate must be entered. If the salary rate is not entered, the rate will be computed incorrectly by the EH On-line System.

If the employee is not on work status as of 06/30/99 COB, process a SAL transaction effective the date the employee returns to work status and enter the new salary rate on the SAL transaction.

II. SPECIAL EH PROCESSING INFORMATION/INSTRUCTIONS

A. 06/30/99 COB Effective Date GEN/330 Transaction

Time To Be Paid New (Item 606) must be completed with 'NON' on the 06/30/99 COB GEN/330 transaction. In some situations, Time To Be Paid Old (Item 607) must be completed as well. Please refer to the Personnel Action Manual (PAM) pages 2.79-2.80.1 for additional information on Items 606/607.

B. 06/30/99 Effective Date Transactions (Other than Separation Transactions)

EH transactions effective 06/30/99 (other than the 06/30/99 GEN/330 transactions) must reflect the old salary rate.

If a 06/30/99 effective date transaction has not been processed, key enter the GSI Code O on the transaction to denote old salary rate.

If a 06/30/99 effective date transaction is already posted and needs to be corrected, key the GSI Code O on the correct transaction to denote old salary rate.

Key enter the GSI Code O as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in an EH On-line System audit message.

C. 06/30/99 Effective Date Separation Transactions

Separation transactions effective 06/30/99 should be posted prior to the 06/30/99 COB GEN/330 transaction and must reflect the old salary rate.

If a 06/30/99 effective date separation transaction has not been processed, void the GEN/330 transaction prior to key entering the separation transaction (see PAM Section 9 for information on voiding transactions). After the separation transaction is entered, re-enter the 06/30/99 COB GEN/330 transaction and correct any subsequent transactions as needed. Also, key enter the GSI Code O on the separation transaction to denote old salary rate.

If a 06/30/99 effective date separation transaction is already posted and needs to be corrected, key the GSI Code O on the correct transaction to denote old salary rate.

Key enter the GSI Code O as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in an EH On-line System audit message.

III. RETROACTIVE CHARGES

All transactions as a result of the June 30, 1999 COB effective date salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions resulting from the above PPSD EH updates should not be reflected on the Monthly Retroactive Report. However, any EH transaction, except for the GEN transaction, and payroll transaction that are key entered/initiated by a department could appear on the department's report (refer to the Payroll Procedures Manual Section A 011 for additional information). The department can return the report identifying the items associated with the salary increase along with the appropriate explanation.

IV. TELEPHONE CONTACTS

Questions regarding the June 30, 1999 (COB) salary increase should be directed as follows:

SUBJECT AREA	CONTACT	TELEPHONE NO.
Salary Program	DPA	(916) 324-0439 Calnet 454-0439
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500 Calnet 492-6500
Disability	Disability	(916) 322-3619

Procedures

Liaison Unit

Calnet 492-3619

General Payroll
Procedures

Payroll
Liaison Unit

(916) 323-3081
Calnet 473-3081

RZ: PMAB/LC